

Bicycle Board: March 2016 General Meeting

Date: Thursday, March 3, 2016

Time: 6:30pm-8:30pm

Location: Public Safety Building, Training Room 1

Clock Time	Duration (min.)	Topic	Discussion Leader	Desired Outcome
6:30 PM	5	Schmooze time	Everyone	All ready to start work
6:35 PM	5	Agenda	Chip	Feb. minutes approved, March agenda finalized
6:40 PM	5	Morgantown's Year to Go Green	Holly Purpura	Bicycle Board's role in YTGG campaign defined
6:45 PM	5	Police Liaison	Chip	Police ex-officio member informed
6:50 PM	10	Open Action Items	Drew	Items reviewed, closed, and/or due date adjusted
7:00 PM	5	Ripe Banana Issues	Chip	Issues identified and plan to address them defined
7:05 PM	5	Engineering	Damien	Status of outstanding projects
7:10 PM	5	FY'15 TAP Grant	Derek / Chip	Grant application status reported, remaining sections assigned
7:15 PM	20	Elections	Chip	Vice-Chair and secretary elected
7:35 PM	40	BFC Suggested Projects	Drew	Projects reviewed and culled. Those left assigned to committees / persons with relevant timelines
8:15 PM	5	New Action Items	Chip	List open items, responsible person, dates; review closed
8:20 PM	5	Next Month's Agenda	Chip	Draft April Agenda – Revisit Comp Plan?
8:25 PM	5	Meeting Evaluation	Chip	Solicit feedback; how to improve future meetings
8:30 PM	-	Meeting Adjourned	Chip	

Read-aheads 1) February Minutes 2) Project Assignment Matrix

In attendance:

J. Whitmore, B. Ricketts, J.D. Gatlin, C. Wamsley, F. Gmeindl, C. Hunt, H. Grandon, M. Newcome, J. Rosenbaum, M. Watson, J. Nellis, J. Selin, J. Zhang

Year-to-Date Attendance Record

Member Name	Mar 15	Apr 15	May 15	Jun 15	Jul 15	Aug 15	Sept 15	Oct 15	Nov 15	Dec 15	Jan 16	Feb 16	Mar 16
Davis, Damien	?	X		?			X			X			
*Gatlin, John (Drew)			X	X	X	X	X		X		X	X	X
*Gmeindl, Frank	?	X		?	X	X	X	X	X	X	X	X	X
*Grandon, Harry				?	X	X				X	?	?	X
*Hunt, Christina									X	X	X	X	X
*Knabenshue, Traci	?	X		?	?								
*Nellis, Jonathan				?	X	X	X	?		X	X	?	X
*Newcome, Marilyn	?	X	X	?	?	X		X	X	X	?	?	X
*Ricketts, Brian										X	?	X	X
*Rosenbaum, Jonathan	?	X	X	?	X		X	?	X	X		X	X
Selin, Jenny	?	X	X	?	?		X		X	X	?	X	X
*Shogren, Gunnar	?			?	?	X							
*Springston, Derek	?	X		?	?		X	X				X	
*Wamsley, Chip	?		X	?	X	X	X	X	X	X	X	X	X
*Watson, Matt										X	X	X	X
Whitmore, John											X	X	X
*Zhang, Jing	?	X	X	?	X	X		X	X	X	X		X

* = Voting Member
 Black = Not Applicable
 Blank = Absent
 X = Present
 ? = Unknown

1. Agenda / Minutes
 - a. H. Grandon moved to approve the February Minutes, C. Wamsley asked whether we had ever moved to a more streamlined approval process where we move directly from “move to approve” to asking all in favor rather than waiting for a second. Drew seconded, all were in favor of minute’s approval.
 - b. Agenda
 - i. Due to Lt. McCabe’s absence and significant work performed on parking ordinance, all approved replacing police liaison for ordinance discussion. Agenda was approved by all.
2. Morgantown’s Year to Go Green (YTGG)
 - a. Holly Purpura (Executive Director, *Friends of Decker’s Creek*) formally presented the YTGG initiative, holly@deckerscreek.org
 - b. Major focus of YTGG is forming partnerships across the city in order to promote “green activities”
 - c. Do we have ideas for public forums and events that would help promote alternative modes of transportation?
 - i. Yes! Bike Month is coming up. Bike month project committee (see below) will communicate with
 - d. YTGG is advertised through a google calendar hosted on city’s website (morgantownwv.gov/yeartogogreen) and the green team’s facebook
 - e. J. Zhang has been acting as informal liaison to Green Team, will continue to act as our representation
 - i. Will help organize a joint presentation between MLTA, Ped. Board, Bike Board in May (stay tuned)
3. ~~Police Liaison~~ Parking Ordinance Update
 - a. Updated timeline: Bike Board draft by April, Traffic Commission early May, Planning Commission later in May, then proceeding to city council with final action anticipated July 5th
 - b. J. Whitmore formally presented the update that was sent out over the list
 - i. Overall the intent is to mirror current B4 district requirements across city limits.
 - ii. Affects: all commercial developments > 10K sqft downtown and >15K sqft elsewhere; Residential developments greater than 12 units
 - c. J. Nellis presented an alternative document with changes that was drafted in comparison with other municipalities
 - i. Main updates: distances from entrances, size of space, lighting – mirrors AASHTO standards? APBP
 - ii. Removed redundancy: req’t for one long term spot per dwelling and one long term spot per 20 car parking spots (5%) – redundancy req’d short term parking spots for every dwelling.
 - d. Group asks board to review documents and provide feedback, will send out final draft in the next two weeks.
4. Open Action Items
 - a. Closed Items
 - i. 14 – FY’14 Tap Grant – Call meeting to revitalize SLM and bus shelter programs
 - ii. 15 – Corridors Magazine Article – Meet with Chelsi Baker for interviews and photos for April / May issue
 - iii. 16 – Administration Transition – Transition board management (phone / email / facebook / data duty) to new officers
 1. Destruction schedule should be reviewed regarding data duty
 - iv. 7 – Elections
 - b. Adjusted Items
 - i. 1, 2, 3 (Engineering items) – Due date needs to be confirmed with Damien
 - ii. 17 – Parking Ordinance Update - see updated timeline above
5. Ripe Banana Issues
 - a. Frank: master yearly and 5 year schedules (events which recur periodically)

- i. F. Gmeindl expressed concern that a later agenda item (BFC Suggested Projects) would potentially distract from projects or events which we would expect to recur on a normal basis. He suggested the creation of master yearly and 5 year schedules to keep focus on these types of bike board efforts and to streamline our process
 - ii. Suggestions for these lists
 - 1. Bike Month (mayor's proclamation, bike to work week, bike to work day, bike to school day, miles and hours ridden, open street activities), grant writing schedules, BFC Applications, CCC classes every semester
- 6. Engineering - tabled
- 7. FY'15 (WV 705 Multi-Use Path) TAP Grant (41:00)
 - a. Grant is due 15 March
 - b. C. Wamsley contacted Ray Urse (DOH) who assigned us an engineer (Fouad Shoukry)
 - c. Mapping is finished, verbiage needs to be completed
 - d. 20% match still needs to be negotiated – very little of this work is actually done in the city. May need to approach county for matching funding
 - e. Pedestrian Board may be able to help with citizen petitioning for additional crosswalks along the route
- 8. Elections
 - a. Although initially planned for just secretary and vice chair, elections were held for all three leadership positions after C. Wamsley resigned from the Chair position.
 - b. Board unanimously elected Christina Hunt as Secretary, Chip Wamsley as Vice Chair, and John “Drew” Gatlin as Chair.
- 9. BFC Suggested Projects
 - a. 17 projects were presented and discussed with a sign-up activity generating the table found at the end of these minutes
 - b. Projects vary with importance (one particularly pressing project is Bike Month, in May) and level of previous work (for example, the Driver's Education program is very close to implementation)
- 10. New Action Items
 - a. F. Gmeindl will call meeting for SLM / BMUFL education campaign
 - b. C. Wamsley will send the resolution request email to J. Selin
 - i. Will check with D. Davis to clarify dates for outstanding engineering items
 - ii. Will coordinate the completion of the WV 705 TAP grant application
 - iii. Will alert the Traffic Commission of new BB leadership
 - c. J. Selin will present the resolution request to proper audience in city hall
 - i. Will look into Safe Communities and see how this could tie into our PSA campaign
 - d. J. Zhang will give a 15 minute presentation at next meeting regarding his participation at the National Bike Summit
 - e. J.D. Gatlin will facilitate transition or power
 - i. Will coordinate to send out list of project assignments to relevant groups
- 11. Next Month's Agenda
 - a. J. Zhang's National Bike Summit presentation
 - b. Bike Month
 - c. Parking Ordinance Review

New Project Assignment Matrix

No.	Project	Leader	Helper
1	Manage Award Applications		Frank, Chip, Drew
2	Transportation Equity Network Affiliation	Jing Zhang	Jonathan R, Matt, Jenny, Drew
3	Formalize Cooperation with Adjacent Communities		Christina, Jonathan R, Jenny will ask tentative interest
4	Facilitate Policy Compliance – Create or Adopt Implementation Checklist for developers		Jonathan R, Jonathan N., Drew
5	Establish and Maintain Driver's Education Program		Marilyn, Frank, Matt
6	Manage PSA Creation and Distribution		Harry, Jenny – connect w/ Safe Comm, Drew
7	Establish and maintain a comprehensive guide to Morgantown (or broader?) bicycle events	Brian Ricketts	Christina, Drew, Chip
8	Organize Project Celebration Rides	Drew	Christina
9	Complete and Implement Bicycle Friendly Business Program	Chip	Jonathan N
10	Establish and Arrange Police Training		
11	Establish and Maintain Bicycle Registration		Harry, Jonathan N
12	Update Comprehensive Bicycle Plan		Frank, Chip, John W
13	Facilitate Bicycle Planning in Relevant Agencies	John Whitmore	
14	Develop and Implement Usage/Population Surveys		Chip, Frank, Jonathan N.
15	Develop and Implement Economic Impact Studies		Harry G (CVB), Chip
16	Establish and Maintain Bike Mentoring Program		Christina
17	Establish and Maintain Health/Environmental Education Program		Harry G, Marilyn
18	Bike Month	Brian Ricketts	Marilyn, John W, Drew, Frank, Emily V